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AMS/FGIS INSTRUCTION 273-1
Rev. 3
AMS Desk Supplement

AMS REPORTS CATALOG



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Take a "Close" Look
at Your Reports

REPORTS CONTROL SYMBOL

| | |
|------|---|
| ADM | Office of Administrator |
| AS | Administrative Services Division |
| CN | - Cotton Division |
| DA | - Dairy Division |
| FM | - Financial Management Division |
| FV | - Fruit and Vegetable Division |
| INF | - Information Division |
| LPGS | - Livestock, Poultry, Grain & Seed Programs |
| MRD | - Market Research & Development Division |
| PS | - Packers and Stockyards Programs |
| PE | - Personnel Division |
| TS | - Technical Services Division |
| TB | - Tobacco Division |
| WA | - Warehouse Division |

| | |
|---|---------------|
| A | - Annual |
| B | - Semiannual |
| C | - Quarterly |
| D | - Monthly |
| E | - Biweekly |
| F | - Weekly |
| G | - Daily |
| H | - Biannual |
| X | - As required |

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OFFICE OF THE ADMINISTRATOR

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| | | | | | | (1) | (2) | | |
| ADM-A-1 | AMS EEO Action Plan (1046-EEO-AN) (Input from AMS Divisions and Special Emphasis Program Coordinators) | Format Speci- fied by EEOC | Annual | 9/1 | EEO Coord. | OEO | EEOC | \$ 1,750 | Public Law 92-261; FPM & DPM 713, Subchapter 2; AMS Instr. 309-7 |
| ADM-A-2 | Special Analysis on Civil Rights Activities (Input from Financial Management Division) | Narra- tive | Annual | October (date varies) | EEO Coord. | OEO | EEOC | 300 | OMB Circ. A-11 |
| ADM-A-3 | Budget and Activity Report for Program Civil Rights Compliance | Format Speci- fied in OMB Circ. A-11 | Annual | Variable | EEO Coord. and Asst. D/Admin, Mktg Program Operations | OEO | OMB DOJ | 4,725 | OMB Circ. A-11 |
| ADM-A-6 | Freedom of Information Report (Input from divisions) (GPA-11) | Memo | Annual | 2/1 | FOI Officer | GPA | OMB; Congress | 438 | 5 U.S.C. 552(d); AMS Instr. 160-1 |
| ADM-B-1 | EEO Progress Report (Input from AMS Divisions and Special Emphasis Program Coordinators) | Format Speci- fied by EEOC | Semiannual | April (date varies) and 9/1 | EEO Coord. | OEO | EEOC | 200 | FPM 713 |
| ADM-D-1 | Precomplaint Counseling Report - EEO (1038-EEO-MO) | CSC- 1116A & Memo | Monthly | 5th | EEO Coord. | OEO | EEOC | 150 | FPM 713, Subch. 2-10 & Appendix C |
| ADM-F-1 | Activity Report (Feeder reports from Divisions and Staffs) | Memo | Weekly | Thursday | D/Adm, Mktg Program Operations | Asst. Secretary for Mktg Services | | 42,088 | AMS Instr. 129-2 |

ADMINISTRATIVE SERVICES DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
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| | | | | | | (1) | (2) | | |
| AS-A-1 | Comprehensive Review of Advisory Committee Management | Memo | Annual | 4/1 | AMS Div's and FGIS | Asst. to Director | MS GSA | \$ 500 | OMB Circ. A-63; AMS Instr. 109-1 |
| AS-A-2 | Annual Report on Federal Advisory Committees (1121-GSA-AN) | SF-248 & SF-249 | Annual | 1/5 | Asst. to Director | MS | GSA | 200 | FPMR 101-11.12; OMB Circ. A-63; AMS Instr. 109-1 |
| AS-A-3 | Farm Bill Advisory Committee Annual Report | AD-753, AD-754 & AD-755 | Annual | 4/1 | Asst. to Director; Divisions; Committee Members | MS | Congress | 1,050 | 7 CFR 25.24; Public Law 92-463; AMS Instr. 109-1 |
| AS-A-4 | Annual Summary of Records Holdings (1094-GSA-AN) (Feeder reports from all AMS and FGIS offices) | SF-136 | Annual | 10/15 | Records Mgt, PP&S Branch | O&F | GSA | 4,200 | FPMR 101-11.102-7; AMS Instr. 270-1 |
| AS-A-6 | Privacy Act Report | Memo | Annual | Mar/Apr | Priv. Act Coord. | OGC | OMB | 300 | OMB Circ. A-108; AMS Instr. 160-2 |
| AS-A-7 | Supply Activity Report (1220-GSA-AN) (Feeder report from FM Division) | GSA- 1473 | Annual | 12/15 | P&C Sec, P&P Br. | O&F | GSA | 200 | FPMR 101-25.4801 |
| AS-A-8 | Annual Report of Real Property Owned by the United States (1119-GSA-AN) | GSA- 1166 | Annual | 11/15 | Space Mgt Sec, P&P Branch | O&F | GSA | 7 | FPMR 101-3.204(a) |
| AS-A-9 | Summary of Installations Owned by the United States (1540-GSA-AN) | GSA- 1209 | Annual | 11/15 | Space Mgt Sec, P&P Branch | O&F | GSA | 6 | FPMR 101-3.4901; AGPMR 104-3.204 |
| AS-A-10 | Inventory Report of Real Property Leased to the United States (1120-GSA-AN) | GSA- 1166A | Annual | 12/15 | Space Mgt Sec, P&P Branch | O&F | GSA | 200 | FPMR 101-3.304(a); AGPMR 104-3.304 |
| AS-A-11 | Comparative Summary of Properties Leased to the United States (1541-GSA-AN) | GSA- 1209A | Annual | 12/15 | Space Mgt Sec. P&P Branch | O&F | GSA | 50 | FPMR 101-3.4901; AGPMR 104-3.4901 |
| AS-A-12 | Annual Report of New AMS Leases and Renewal Agreements | Memo | Annual | 10/31 | Space Mgt Sec, P&P Branch | FM Div | | 50 | Verbal request of Director, FM Div. |

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| AS-A-13 | Annual Report on the Location of New Federal Offices and Other Facilities (1622-DOA-AN) | Printout & Un-numbered Form | Annual | 11/10 | Space Mgt Sec, P&P Branch | O&F | | \$ 75 | E.O. 11797; Rural Dev. Act of 1972 |
| AS-A-14 | Field Space Report | AD-380 | Annual | 11/1 | Space Mgt Sec, P&P Branch | O&F | GSA | 500 | AGPMR Subchapter D 104-17.5001 |
| AS-A-15 | Report of Fire Losses (1564-DOC-AN) | FFC-9 | Annual | 2/1 | Space Mgt Sec, P&P Branch | O&F | DOC | 25 | E.O. 11654; AGPMR 104-19.6 |
| AS-A-16 | Collocating AMS Field Offices (Feeder reports from AMS Divisions) | Memo | Annual | 10/1 (1978, 1979 & 1980 only) | Space Mgt Sec, P&P Branch | Dep. Adm, Mgt | Admin. | 600 | Letter from Administrator, 5-4-78 |
| AS-A-18 | Vending Facility Activity Under the Randolph-Sheppard Act (1270-HEW-AN) | Memo | Annual | 11/30 | Space Mgt Sec, P&P Branch | O&F | GSA HEW | 13 | 20 U.S.C. 107; FPMR 101-19.200 |
| AS-A-19 | Physical Inventory Report - Automated Property System | Printout | Annual | Variable | Verified by Accountable Property Officers | Service Sec, P&P Branch | | 3,000 | AGPMR 104-51.000; AMS Instr. 262-1 |
| AS-A-21 | Agency Report of Motor Vehicle Data (1102-GSA-AN) | SF-82 | Annual | 12/1 | Service Sec, P&P Branch | O&F | GSA | 188 | FPMR 101-38.1; AGPMR 104-38.102 |
| AS-A-22 | Motor Vehicle Age & Mileage Analysis | AD-309 | Annual | 12/15 | Service Sec, P&P Branch | O&F | | 50 | AGPMR 104-38.102.50; AMS Instr. 211-1 |
| AS-A-23 | Report of Authorizations of Storage of Vehicles at Private Residence | Memo & AD-728 | Annual | 3/30 | Affected Offices | Service Sec, P&P Branch | | 125 | AMS Instr. 211-1 |
| AS-A-24 | Report of Personal Property for Sale (1543-GSA-AR) | Memo | Annual | 12/15 | Service Sec, P&P Branch | O&F | GSA | 75 | FPMR 101-45.303(b); AGPMR 104-46.407 |
| AS-A-25 | Government Property in Possession of Grantees | Memo | Annual | 12/15 | Service Sec, P&P Branch | O&F | GSA | 6 | FPMR 101-43.4701c |

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| AS-A-26 | Reduction of Mailing Costs | Memo | Annual | 10/15 | Records Mgt, PP&S Branch | O&F | | 25 | AGPMR 104-11.304-3 |
| AS-A-27 | Prerenewal Canvass Statement and Space Evaluation Check Sheet | AD-222, AD-258 | Annual | 7/15 | OIC's at agency leased spaces | Space Mgt Sec, P&P Branch; FO&S Br, FMD (AD-258 only) | | 827 | AGPR 4-4.5410(a) |
| AS-A-28 | Government or Contract Operation of Commercial/Industrial Activity Review | Memo or AD-772 | Annual | 9/1 | Director's Office | MS | OMB | 1,000 | OMB Circular A-76 |
| AS-A-29 | Acquisition of Fuel-Efficient Light Trucks (0162-GSA-AN) | Memo | Annual | 12/15 | Service Sec, P&P Branch | O&F | GSA | (New-will be com- puted at a later date) | FPMR Temp. Reg. G-42 |
| AS-B-1 | Postal Liability Survey | AMS-290, AMS-290-2, & Memo | Semiannual | Variable | All Offices AMS and FGIS | Records Mgt, PP&S Br. | O&F USPS | 20,125 | 7 AR 907E; AMS Instr. 224-1 |
| AS-B-3 | Accommodation of Physically Handicapped in Federally Funded/Leased Bldgs. (0031-GSA-SA) | GSA- 2974 | Semiannual | 3/15, 9/15 | Space Mgt Sec, P&P Branch | O&F | GSA | 200 | FPMR 101-19.607 |
| AS-B-4 | Office Copier Equipment Survey (Input from field offices) | AD-699 & Memo | Semiannual | 3/15, 9/15 | Affected Offices | Service Sec, P&P Branch | O&F | 2,200 | AGPMR 104-43.101; AMS Instr. 235-1 |
| AS-C-1 | Telecopier Use Report | AMS-139 & GSA- 2830 | Quarterly | 1/30, 4/30, 7/30, 10/30 | AMS Div's; FGIS; & Comm Sec, C&O Branch | GSA (copy to Comm Sec. C&O Br.) | | 225 | AMS Inst. 226-7 |
| AS-C-2 | Energy Conservation Performance Report (1492-DOE-QU) | ECT-2 | Quarterly | 1/30, 4/30, 7/30, 10/30 | Service Sec, P&P Branch | O&F | FEA | 250 | FPMR Temp. Reg. G-17 |
| AS-D-1 | Monthly Operation Record (Agency-Owned Motor Vehicles) | AD-187 | Monthly | 15th | Affected Offices | Service Sec, P&P Branch (Input for SF-82) | | 8,118 | AMS Instr. 211-1 |

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| AS-D-2 | GSA Monthly Motor Vehicle Use Record | GSA-494 | Monthly | 26th of month | Field offices renting GSA vehicles | GSA | | 5,250 | AMS/FGIS Instr. 211-1 |
| AS-H-1 | Inspection of Master Films of Record Microforms | Format pre- scribed by NARS | Biannual | 30 days after inspection | Records Mgt., PP&S Br. | NARS | | New-will be com- puted at a later date | FPMR 101-11.507-2 |
| AS-X-1 | Identical Bid Report for Procurement (1142-DOJ-AR) | DJ-1500 & Memo | As Required | | P&C Sec, P&P Branch | DOJ | | -0- (None to date) | 41 CFR 1-1.16; ACPMR 4-1.6; AMS Instr. 247-2 |
| AS-X-2 | Prevention, Control, and Abatement of Air and Water Pollution at Federal Facilities | Format in AMS Instr. 282-7 | As Required | | Space Mgt Sec, P&P Branch | O&F | | -0- (None to date) | Exec. Order 11282; AMS Instr. 282-7 |
| AS-X-3 | Changes in Telephone Listings | SF-146 | As Required | | Space Mgt Sec, P&P Branch | O&F | | 563 | O&F Memos |

COTTON DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
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| CN-A-1 | Sales of Loose Cotton (Feeder reports from Marketing Services offices) | Tabu- lation | Annual | 9/30 | Field Dir. | AS Div. | | \$ 675 | CN Instr. 917-2 |
| CN-A-2 | Mailings of Parcel Post Shipping Tags and Cotton Samples (For Postal Liability Survey) | Memo | Annual | Variable | Mktg Svcs Offices & Grading Sec. | Mktg Svcs Br.; A/O | AS Div. | 931 | AMS Instr. 224-1 |
| CN-F-1 | Weekly Report of Certificated Stock in Licensed Warehouses | CN-289 | Weekly | Friday | Mktg Svcs Offices | Field Dir. | Chief, Mktg Svcs Br. | 975 | CN Instr. 918-6 |
| CN-F-2 | Weekly Field Activity Report (Feeder reports from Field Representatives, Marketing Services Offices, Grading Section, Market News, Standards, Testing, and Laboratory) | Memo | Weekly | Friday | Field Dir. | Chief Mktg Svcs Br.; Chief, Stds & Testing Branch | | 26,000 | CN Instr. 929-1 |
| CN-F-3 | Dust Test Results | Tabu- lation | Weekly (Seasonal) | As Completed | Clemson Lab | Field Dir. | Chief, Mktg Svcs Br.; Chief, Stds & Testing Br; Mktg Svcs Offices tested | 650 | CN Instr. 370-1 |
| CN-G-1 | Daily Marketing Services Office Report | CN-380 | Daily | | Mktg Svcs Offices | Field Dir. | Chief, Mktg Svcs Br; Grading Sec. | 8,525 | CN Instr. 929-1 |
| CN-X-1 | Identical Bid Report for Sale of Loose Cotton (1142-DOJ-AR) | DJ-1500 & Memo | As Required | | Mktg Svcs Offices | Dir., CN Div.; AS Div. | Justice Dept. | - 0 - (None) to date | AMS Instr. 247-2 |

DAIRY DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
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| | | | | | | (1) | (2) | | |
| DA-A-1 | Annual Report of Cooperative Milk Marketing Association | DA-24 | Annual | Variable | Cooperative Associations | CQ Branch | | \$ 16,500 | 7 CFR 900.355 |
| DA-A-2 | MMA Annual Reports | Memo | Annual | 5/15 | MMA's | Director | | 2,175 | MA Instr. 110 |
| DA-A-3 | Annual Summary of Retirement Fund Accounts (Feeder reports from MMA's) (1061-OPM-AN) | SF-2807-2 | Annual | 3/1 | A/O | FM Div. | OPM | 500 | FPM Supp. 831-1, S25-2 |
| DA-A-4 | Property List | Memo | Annual | 6/30 | MMA's | OO Branch | | 625 | MA Instr. 215 |
| DA-B-1 | Statement of Financial Condition (1178-TD-XX) | SF-220 & SF-221 | Semiannual | 2/15, 9/30 | MMA's | A/O | TD | 100 | Treas. Circ. 966 |
| DA-C-1 | Quarterly Summary of Retirement Fund Accounts | Memo | Quarterly | 3/31, 6/30, 9/30, 12/31 | A/O | FM Div. | OPM | 1,200 | FPM 831-1 |
| DA-C-2 | Balance Sheet | MA-7 | Quarterly | 3/31, 6/30, 9/30, 12/31 | MMA's | OO Branch | | 4,150 | MA Instr. 208 |
| DA-C-3 | Operating Statement | MA-4 | Quarterly | 3/31, 6/30, 9/30, 12/31 | MMA's | OO Branch | | 4,150 | MA Instr. 208 |
| DA-C-4 | Payroll Schedule (Retirement Fund Contributions) | DA-7 | Quarterly | 4/15, 7/15, 10/15, 1/15 | MMA's | OO Branch | | 6,200 | MA Instr. 214 |
| DA-C-5 | Status of Audits and Audit Review (Milk Handlers) | MO-8 | Quarterly | 4/20, 7/20 10/20, 1/20 | MMA's | OO Branch | | 1,250 | MA Instr. 105 |
| DA-D-1 | Federal Security Holdings | Memo | Monthly | 30th | MMA's | A/O | TD | 1,875 | Treas. Circ. 966 |
| DA-D-2 | Statement of Accountability (1177-TD-MO) | SF-1219 | Monthly | 30th | MMA's | A/O | TD | 150 | Treas. Circ. 945 |
| DA-D-3 | Statement of Transactions (1172-TD-MO) | SF-1220 | Monthly | 30th | MMA's | A/O | TD | 150 | Treas. Circ. 945 |
| DA-E-1 | Report of Withholdings and Contributions | SF-2812 | Biweekly | End of pay period | MMA's | A/O; FM Div. | OPM | 2,145 | FPM 831-1; MA Instr. 211 |
| DA-F-1 | Register of Separations and Transfers | SF-2807 | Weekly | | A/O | FM Div | OPM | 2,925 | FPM 831-1 |
| | | | | | | | | | |

FINANCIAL MANAGEMENT DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
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| FM-A-1 | Zero Base Program and Budget Development- Agency Estimates | Memo | Annual | o/a 7/15 | BEA Branch | Director, FM Div; Adminis- trator | OBPE | \$ 8,125 | OBPE Notice-117, 4-3-79 |
| FM-A-2 | Apportionment and Reapportionment Schedule (OMF-8) | SF-132 | Annual | Variable | BEA Branch | OBPE | OMB | 5,750 | 31 U.S.C. 665; OMB Circ. A-34 |
| FM-A-3 | Detail of Personnel Compensation | AMS-50 | Annual | 6/1 | AMS Div's & FGIS | BEA Br. | | 8,850 | AMS Instr. 435-1; Cost Oper. Bud. Instruction |
| FM-A-4 | Overseas Expenditures and Foreign Currency Transactions | Memo | Annual | 12/20 | BEA Branch | OBPE | | 88 | TD Circ. 930 |
| FM-A-5 | Statistical Data Report | AMS-23-1 thru AMS-23-9 | Annual | 10/1 | AMS Div's | BPA Br. | | 100 | Memo from Administrator, 4-30-76 |
| FM-A-6 | Cost Allocation and Capital Acquisition Authority | AMS-215 | Annual | 10/1 | AMS Div's | BPA Br. | | 112 | AMS Instr. 435-1 |
| FM-A-7 | Federal Outlays by Geographic Location (1167-OMB-AN) | Cards & Tape | Annual | 12/15 | FOS Branch | O&F | OMB; CSA | 100 | 42 U.S.C. 2977; OMB Circ. A-84; 6 AR 391 |
| FM-A-8 | Statement of Financial Condition (1178-TD-XX) | SF-220 | Annual | 11/15 | FOS Branch | Treasury Dept; OMB; O&F | | 1,000 | Treasury Fiscal Requirements Manual, Part II, Ch. 4100; 7 AR 216 |
| FM-A-9 | Unexpended Balances of Appropriations and Funds | TFS-2108 | Annual | 11/7 | FOS Branch | Treasury Dept. | | 100 | TD Circ. 965; 6 AR 380 |
| FM-A-10 | Waivers of Claims for Erroneous Payment of Pay or Allowances (OMF-13) | Memo | Annual | 11/15 | FOS Branch | O&F; PE Div | | 100 | 7 AR 696.6; AMS Instr. 491-2 |
| FM-A-11 | Verification of Imprest Fund Cash Balance | AD-358 | Annual & Quarterly | Variable | FOS Branch | Imprest Fund Cashier; Director, FM Div; Chief, FOS Br.; NFC | | 1,315 | 7 AR 64j; AMS Instr. 240-2 |

FINANCIAL MANAGEMENT DIVISION

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| FM-A-12 | Statement of Transactions (1172-TD-MO) | SF-224 | Annual & Monthly | 3rd work- day after end of month | FOS Branch | Treasury Dept. | | \$ 13,000 | TD Circ. 945; 7 AR 214 |
| FM-A-13 | Cashier Account Audit | AD-359 | Annual | Variable | Designated auditors in each office having imprest fund | FO&S Br. | NFC | 75 | Treasury Manual of Procedures for Cashiers; NFC Procedures Manual, Title II, Ch. 6 |
| FM-C-1 | International Transactions of Federal Government (OMF-29) | Memo SF-13 | Quarterly | 2/15, 5/15, 8/15, 11/15 | BEA Branch | OBPE | DOC | 350 | OMB Circ. A-65; AMS Instr. 436-1 |
| FM-C-2 | Deposits in Minority Banks (1434-TD-QU) | Memo | Quarterly | 1/31, 4/30, 7/31, 10/31 | FOS Branch | OEO | Treasury Dept. | 4,000 | Executive Order 11625; Secretary's Memo 1704 |
| FM-C-5 | Report of Budget Execution | SF-133 | Quarterly | 1/20, 4/20, 7/20, 10/20 | FOS Branch | OMB; Congress; O&F | | 6,000 | 6 AR 376; AMS Instr. 406-1 |
| FM-D-1 | Report on Full-Time Permanent and Other Employment | AMS-430 FGIS-430 | Acctg Period | 7 days after end of Acctg Period | BPA Branch | Adminis- trator; Director & Deputy Dir, FM Div | | 11,050 | AMS Instr. 430-1 |
| FM-D-2 | Report on Obligations (1183-TD-MO) | SF-225 | Monthly | 15th | FOS Branch | Treasury Dept. | | 2,400 | TD Circ. 1073; 6 AR 389 |
| FM-D-3 | Accounting Period Reports | Printouts | | | FOS Branch | | | 155,000 | |
| | (1) Detail Property Listing | | Semiannual | Jan, Aug | | P&P Br., AS Div | | | FMD Acctg Handbook |
| | (2) Depreciation and Changes in Fixed Assets Report | | Quarterly | Jan, Apr, Jul, Oct | | All Divs, AMS & FGIS | | | " |
| | (3) AMS Obligation Report | | Acctg Period | | | Director, FM Div | | | " |

FINANCIAL MANAGEMENT DIVISION

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| | | | | | | (1) | (2) | | |
| FM-D-3 (con.) | (4) CRC Report | | Acctg Period | | | All Divs, AMS & FGIS | | | FMD Acctg Handbook |
| | (5) CRC Summary Report | | " | | | " | | | " |
| | (6) Detailed Cost Listing | | " | | | " | | | " |
| | (7) Division Program Report | | " | | | " | | | " |
| | (8) Obligation Rates | | " | | | BEA Br. | | | Budget Rept System Handbook |
| | (9) Obligation Reconciliation | | " | | | " | | | " |
| | (10) Personnel Data | | " | | | " | | | " |
| | (11) Program Report | | " | | | Director, FM Div | | | FMD Acctg Handbook |
| | (12) Sources of Revenue | | " | | | BEA Br. | | | Budget Rept System Handbook |
| | (13) Status of Obligation | | " | | | " | | | " |
| | (14) Subcenter Payroll Report | | " | | | All Divs, AMS & FGIS | | | FMD Acctg Handbook |
| | (15) Subcenter Summary Report | | " | | | " | | | " |
| | (16) Trust Fund Income Statement | | " | | | " | | | " |
| | (17) Applicant Master Listing | | As Required | | | " | | | " |
| | (18) CRC Master Listing | | " | | | " | | | " |
| | (19) List of Overdue Accounts | | " | | | " | | | " |
| | (20) Property Master Listing | | " | | | P&P Br., AS Div | | | " |
| | (21) Property Subsystem Description Card Catalog | | " | | | " | | | " |

FRUIT AND VEGETABLE DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
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| FV-A-1 | PACA Annual Report | Narra- tive & Statis- tical Data | Annual | 10/20 or End of Season | Regulatory Branch | Director; Chief, Reg. Br.; Field Offices | | \$ 750 | Request of Director |
| FV-A-2 | Market News Station Activities | FV-394 | Annual | End of FY of End of Season | Mkt News Field Offices | Chief, FV Mkt News Branch | | 4,800 | Request of Branch Chief |
| FV-D-1 | PACA Monthly Report (Feeder reports from Field Offices) | Statis- tical Data | Monthly | 20th | Regulatory Branch | Director; Chief, Reg. Br. | | 13,050 | Request of Director |
| FV-D-2 | Cost Distribution Statement-- Cooperative Federal-State Field Offices | FV-355 | Monthly | End of Month | Federal- State Co-op Offices | Chief, FV Mkt News Br. | | 563 | Request of Branch Chief |
| FV-D-3 | Misbranding Report | Statis- tical Data | Monthly | 30th | Regulatory Branch | Director | | 1,200 | Request of Branch Chief |
| FV-D-4 | Disciplinary Complaints | Narra- tive & Statis- tical Data | Monthly | 30th | Regulatory Branch | Director | | 3,300 | Request of Branch Chief |
| FV-X-1 | Imported Dates - Forms 1 and 2 | FV-191 FV-192 | After import or sale | | Importer | FV-191: Customs; FDA; Spec. Crops Br., FV Div, FV-192: Spec. Crops Br., FV Div.; Importers; Purchaser | | N/A- Public Report | 7 U.S.C. 601-674; 7 CFR 999.1; 48 Stat. 31, as amended |
| | | | | | | | | | |
| | | | | | | | | | |

FRUIT AND VEGETABLE DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|---|------------------|----------------------------|-------------|----------------|---|-----|---------------------------|---|
| | | | | | | (1) | (2) | | |
| FV-X-2 | Imported Prunes - Forms 1 and 2 | FV-188 FV-189 | After import or sale | | Importer | FV-188: Customs; Spec. Crops Br. FV Div. FV-189: Spec. Crops Br. FV Div; Importer; Purchaser | | N/A - Public Report | 7 U.S.C. 601-674; 7 CFR 999.200; 48 Stat. 31, as amended |
| FV-X-3 | Imported Raisins - Forms 1 and 2 | FV-197 FV-198 | After import or sale | | Importer | FV-197: Customs; Spec. Crops Br. FV Div. FV-198: Spec. Crops Br. FV Div.; Importer; Purchaser | | N/A - Public Report | 7 U.S.C. 601-674; 7 CFR 999.300; 48 Stat. 31, as amended |

INFORMATION DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|--|------------------|-----------|---------------------------------|-----------------------------|---|--------------------------------|---------------------------|---|
| | | | | | | (1) | (2) | | |
| INF-A-1 | Secretary's Annual Report to the President | Memo | Annual | Variable | Information Specialists | GPA | White House | \$ 300 | 7 U.S.C. 2201 |
| INF-A-3 | Annual Audiovisual Report (0152-GSA-AN) | SF-203 | Annual | 90 days from end of fiscal year | AMS Div., AO; FGIS; IN Div. | GPA | Nat'l. Audiovisual Center, GSA | 1,680 | OMB Circular A-114 |
| INF-A-4 | USDA Audiovisual Facility Survey, Form No. 1 | Un-numbered form | Annual | " | " | " | " | (cost included in IN-A-3) | " |
| INF-A-5 | Audiovisual Personnel Survey, Form No. 2 | Un-numbered form | Annual | " | " | " | " | " | " |
| INF-A-6 | Audiovisual Equipment Survey, Form No. 3 | Un-numbered form | Annual | " | " | " | " | " | " |
| INF-D-1 | Food Supply Prospects and Promotional Assistance | Memo | Monthly | 15th | DA, FV, & LPGS Divs., AMS | D/Adm, Mktg. Program Operations; Staff Economists | IN Div. | 6,450 | Administrator's Memo to Division Directors 4-4-74 |

LIVESTOCK, POULTRY, GRAIN AND SEED DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|---|---|---------------------------|-----------------|--|--|-----|----------|---|
| | | | | | | (1) | (2) | | |
| LPGS-A-1 | Market News Field Office Activities | LPGS-2 | Annual | Sept. 1 | LS Mkt News Fld Offices | Chief, LS Mkt News Branch | | \$ 5,062 | LS Instr. 933(MN)-8 |
| LPGS-A-2 | Trueness-to-Variety Field Test Results | Narrative & Statis- tical Data | Annual | February | Seed Reg. Branch | State Seed Labs, State Seed Con- trol Officials, State Dept. of Agr., SRB Field Office | | 2,000 | |
| LPGS-D-1 | Tests Made and Samples Received | GR-358 | Monthly | 5th | Fld Offices and Hq. Lab | Chief, Seed Reg. Branch | | 700 | Memo from Branch Chief to lab supervisors |
| LPGS-D-2 | Imports of Agricultural and Vegetable Seeds | Memo | Monthly | 18th | Seed Reg. Branch | FAS; ESCS; Am. Seed Trade Assoc. | | 2,491 | GR Instr. 961-1 |
| LPGS-X-1 | Meat Correlation Grading Report | LPGS-326 | 3 times per quarter | As Completed | Affected LS Mkt News Fld Offices | Chief, LS Mkt News Branch | | 2,400 | LS Instr. 933(MN)-11 |
| LPGS-X-2 | Hog Price Correlation Report | LPGS-327 | 3 times per quarter | As Completed | Affected LS Mkt News Fld Offices | Chief, LS Mkt News Branch | | 18,400 | LS Instr. 933(MN)-14 |
| LPGS-X-3 | Cattle Correlation Grading Report | LPGS-325 | 8 times per quarter | As Completed | LS Mkt News Fld Offices | Chief, LS Mkt News Branch | | 25,000 | LS Instr. 933(MN)-11 |

MARKET RESEARCH AND DEVELOPMENT DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|---|-----------------------------|-----------|-------------|----------------|--------------|-----|------|-----------|
| | | | | | | (1) | (2) | | |
| | | (No reporting requirements) | | | | | | | |

PACKERS AND STOCKYARDS

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|--|-----------------------------|--------------------|--------------------------------|---|---|-----------------------------|--------|---|
| | | | | | | (1) | (2) | | |
| PS-A-1 | Annual Productivity Report | Standard- ized Format | Annual | Variable | Admin. Office | FM Div | O&F | \$ 163 | OMB Circular A-11 |
| PS-A-2 | Custodial Account Annual Report | Standard- ized Format | Annual | Variable | Regional Offices | Mktg Practices Branch, Livestock Mktg Div | | 250 | P&S Manual |
| PS-A-3 | Truth-in-Lending Annual Report | Memo | Annual | Not Specified | Asst. to D/Admin, P&S | OGC | Federal Reserve Board | 75 | Regulation Z, Federal Reserve System; Memo from Secretary to P&S, 2-24-69 |
| PS-E-1 | Work Measurement Report (Feeder reports from all employees) | Printout | Each Pay Period | 2nd Friday of Pay Period | Reports Unit, Packer and Poultry Div | D/Admin, P&S | | 6,100 | P&S Manual |
| PS-X-1 | Report on Insolvencies | Standard- ized Format | As Required | | Regional Offices | Mktg Practices Branch, Livestock Mktg Div | | 250 | P&S Manual |

PERSONNEL DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|--|---------------------------|---------------------|--|---|---|--------------------------------|----------|---|
| | | | | | | (1) | (2) | | |
| PE-A-1 | Annual Report of Training Activities (1056-OPM-AN) | As specified by OPM | Annual | November (Date varies) | Employee Dev. Br. | OP | OPM | \$ 1,600 | 5 U.S.C. 1308(b); FPM/DPM 410 |
| PE-A-3 | Agency Employing Offices | Memo | Annual | February | Employ. & Class. Br. | OP | | 4 | DPM 277-4 and Appendix A |
| PE-A-4 | Employment of Handicapped Individuals (0023-EEO-AN) | Memo | Annual | 6/10 | " | OP | EEOC | 137 | Public Law 93-112; FPM 306; DPM 306, Subch. 3 |
| PE-A-5 | Employment of Cooperative Education Students During Previous Fiscal Year (1051-OPM-AN) | Memo | Annual | 11/19 | " | OP | OPM | 137 | FPM 308, Subch. 2-18, DPM 308, Subch. 2-18, Exec. Order 11813 |
| PE-A-7 | Financial Interests and Outside Employment | AD-392 | Annual | 4/30 | Employees GS-13 and above | Employee Rel's & Svc Br. | | 3,003 | 7 U.S.C. O. 735-31 AMS Instr. 363-1 |
| PE-A-8 | Incentive Awards Program (1059-OPM-AN) | Memo & Form SF-69 | Annual | 10/5 | Employee Rel's & Svc Br. | OP | OPM | 675 | FPM 451, Subch. 2-4a (5); AMS Instr. 390-1 |
| PE-A-9 | Full Field Investigations (1044-OPM-QU) | Memo Tele- phone | Annual Quarterly | Variable 9/28, 12/28, 3/28, 6/28 | " " | OP OP | OPM OPM | 13 | DPM 732, Subch. 2-3 " |
| PE-A-10 | Annual Report on Occupational Safety and Health Programs (Input from Division Safety Officers) | Memo | Annual | March (Date varies) | Employee Rel's & Svc Br. | Office of Safety & Health Manage- ment | | 626 | DPM 791 |
| PE-A-11 | Facility Inspection Report | AD-738 | Annual | NLT Dec. 31 | All Offices | Division Safety Officers | Employee Rel's & Svc Br. | 3,600 | DPM 791 |
| PE-A-12 | Employees to Participate in Health Unit | Chart | Annual | Variable | Offices having contracts for health units | Employee Rel's & Svc Br. | Public Health Service | 438 | AMS Instruc. 372-1 |
| PE-A-13 | Federal Summer Intern Employment Program for Youth (1299-OPM-AN) | Memo | Annual | Variable | Employ. & Class. Br. | OP | OPM | 18 | FPM 308, Appendix A |

PERSONNEL DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|--|----------------|----------------|----------------------------|--|---|-----|--------|---|
| | | | | | | (1) | (2) | | |
| PE-B-1 | Report of Part-Time Employment | Narrative | Semiannual | 4/30, 10/31 | Employ. & Class. Br. | OP | | 270 | Personnel Bulletin 340-2 |
| PE-C-2 | Expert and Consultant Quarterly Review | Memo | Quarterly | 1/21, 4/21, 7/21, 10/21 | Employ. & Class. Br. | OP | | 100 | FPM 304, Appendix A-5; DPM 304, Appendix A |
| PE-C-3 | Administrative Wage Schedule Adjustment | Memo AD-181 | Quarterly | 1/12, 4/12, 7/12, 10/12 | Employ. & Class. Br. | OP | OPM | 400 | FPM Supp. 532-1, Subch. 5-7; Pers. Bull. 532-23 |
| PE-C-4 | Personnel Management Assistance Review | Booklet | Quarterly | End of Quarter | Labor Rel's Evaluation, & Training Branch | OPM; OP; Admini- strator; Division Directors | | 40,000 | DPM 250 & 273 |
| PE-C-6 | Progress Report on Position Classifica- tion Maintenance Review | AD-775 | Quarterly | 10/1, 1/1, 4/1, 7/1 | Employ. & Class. Br. | OP | | 50 | Personnel Bulletin No. 511-13 |
| PE-D-1 | Retirements (Milk Markets) | Memo | Monthly | 10th | Employee Relations | OP | | 150 | DPM 291, Appendix B-2e |
| PE-F-1 | Status of Vacancies | Memo | Weekly | Monday | Employ. & Class. Br. | Admin, AMS & Admin, FGIS | | 3,900 | Verbal direction of Administrator, AMS |
| PE-X-1 | Direct Hire Authority | EWA-18 WA-8 | As Required | | Employ. & Class. Br. | OPM | | 188 | WAO Bull. 101 |
| PE-X-2 | Priority Needs for New or Revised Classification and Qualification Standards | Memo | At Request | Variable | Employ. & Class. Br. | OP | OPM | 500 | FPM 271; FPM & DPM Bulls. 271 |

TECHNICAL SERVICES DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|---|---------------|----------------|----------------------------|------------------------|-----------------|-----|----------|---|
| | | | | | | (1) | (2) | | |
| TS-A-1 | ADP Financial Plan (0029-OMB-SA) | Memo | Annual | September | Systems Mgt Branch | O&F | OMB | \$ 2,250 | OMB Circ. A-11 |
| TS-A-2 | ADP Management Information System (1108-GSA-AR) | Memo | Annual | December | " | O&F | GSA | 250 | OMB Circ. A-83 |
| TS-C-1 | ADP Service Provided to Another Agency or Obtained Commercially (1106-GSA-QU) | GSA- 2068A | Quarterly | 1/15, 4/15, 7/15, 10/15 | " | GSA Region 3 | | 150 | FPMR 101-32.4701-1 |
| TS-D-1 | ADP Timesharing Log | Memo | Monthly | 10th | AMS Div's & FGIS | TS Div. | | 600 | FPMR 101-36 |
| TS-X-1 | ADP Application Inventory | Memo | As Required | | Systems Mgmt Branch | O&F | | 125 | Title II, Dept. Admininstrative Regulations |

TOBACCO DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|--|---|-----------|----------------------------|---|--|-----|---------|---------------------|
| | | | | | | (1) | (2) | | |
| TB-A-1 | Annual Report on Tobacco Statistics | Published Statis- tical Bulletin | Annual | April (no set date) | Mkt News Sec, Mktg Programs Branch | Trade and libraries; to public on request | | \$1,300 | 7 U.S.C. 501 |
| TB-C-1 | Quarterly Report on Manufacture and Sales of Snuff, Smoking, and Chewing Tobacco | Published Statis- tics | Quarterly | 1/15, 4/15, 7/15, 10/15 | " | Trade; to public on request | | 400 | Request of Industry |
| TB-C-2 | Tobacco Stocks Reports | Published Statis- tical Bulletin | Quarterly | 1/15, 4/15, 7/15, 10/15 | " | Trade and libraries; to public on request | | 3,680 | 7 U.S.C. 501 |

WAREHOUSE DIVISION

| REPORTS CONTROL NUMBER | TITLE AND INTERAGENCY REPORTS CONTROL NUMBER | FORMAT | FREQUENCY | DUE DATE(S) | PREPARED BY | SUBMITTED TO | | COST | AUTHORITY |
|------------------------------|---|---------------------------|------------|------------------------------------|-----------------|--|-----|--------|------------------------------------|
| | | | | | | (1) | (2) | | |
| WA-A-1 | Annual Warehouse Activity Report | TW-131 | Annual | End of FY | Area Offices | Chief, Warehouse Service Branch | | \$ 700 | Memo from Branch Chief, 9-28-67 |
| WA-A-2 | Number of Warehouses Storing Processed Commodities, by States | Statistical Tabulation | Annual | End of FY | " | " | | 22 | Request of Branch Chief |
| WA-C-1 | Grain and Cotton Licensing Activity Report, Memorandum of Adjustments, and Record of Exceptions Taken | Statistical Tabulation | Quarterly | End of Qtr | " | " | | 403 | Request of Branch Chief |
| WA-D-1 | Applications Received and Licenses in Effect Under U.S. Warehouse Act | TW-108 | Acctg. Pd. | End of Acctg. Pd. | " | " | | 284 | Request of Branch Chief |
| WA-D-2 | Review of Bonding Activities and Financial Statements | Memo | Acctg. Pd. | End of Acctg. Pd. | " | " | | 228 | Request of Branch Chief |
| WA-D-3 | Warehouse Examination Work Progress Report | TW-130 | Acctg. Pd. | Wed. after end of Acctg. Pd. | " | " | | 6,029 | Memo from Branch Chief, 6-5-64 |

